



DON'T PANIC!

RESPONDING TO YOUR EMERGENCY



ON TODAY'S AGENDA

- ▶ The First Steps
- ▶ Salvage Supplies
- ▶ Salvage Techniques





AFTER YOUR DISASTER

THE FIRST STEPS



FIRST RESPONDERS

- ▶ The first responders are in charge.
- ▶ Provide any information they request.
- ▶ Respect their orders.
- ▶ Remember: Human life is more important than collections!
- ▶ Invite responders to your debriefing meeting.



IMMEDIATELY AFTER AN EMERGENCY

- ▶ Call your first responders.
- ▶ Activate your disaster team.
- ▶ Ensure that staff and visitors are safe and accounted for.
- ▶ Cut off building utilities if needed.
- ▶ Maintain security of building and collections.
- ▶ Call your institutional contacts.



TIPS FOR RE-ENTRY

- ▶ Safety first.
- ▶ How's your tetanus shot?
- ▶ Appropriate safety gear
- ▶ Do not work alone.
- ▶ Do not enter without permission from first responders.
- ▶ Be aware of your surroundings.
- ▶ Look for and report hazards.



ASSESSMENT

- ▶ Notify your insurance agent.
- ▶ Go in with two or three people.
- ▶ Do not touch anything.
- ▶ Important things to bring with you:
 - ▶ Clipboard
 - ▶ Pencils
 - ▶ Floor plans
 - ▶ Assessment form
 - ▶ Camera



QUESTIONS TO ASK

How much material has been affected?

What kind of damage has occurred?

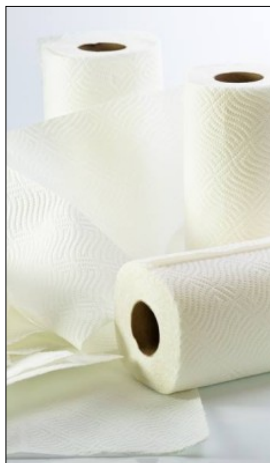
What kind of material has been affected?



STABILIZE THE ENVIRONMENT

- ▶ Identify and repair structural hazards.
- ▶ Reduce temperature and relative humidity to prevent mold growth.
 - ▶ Ideal is less than 70° F and 45% rH. This may not be attainable.
 - ▶ Check frequently to make sure your humidity doesn't drift up.
- ▶ If you can't reduce humidity, consider options like moving the collection.





WHAT DO YOU NEED
IN AN EMERGENCY?

SUPPLIES



SUPPLY BASICS

- ▶ Stockpile supplies before you need them.
- ▶ Do not allow supplies to become depleted.
- ▶ Keep supplies close to your collections.



YOUR PERSONAL SUPPLIES

- › Clipboard with paper and floor plans
- › Pencils
- › Gloves
- › Protective clothing and footwear
- › Snacks/water
- › Small hand tools
- › Flashlight and batteries
- › Cell phone charging brick



BASIC PROTECTIVE GEAR

- › Nitrile gloves
- › Rubber gloves
- › Safety glasses
- › Disposable Tyvek clothing
- › Disposable shower caps
- › Respirators or N95 dust masks
- › Hard hats
- › Aprons and smocks



BASICS: ORGANIZATION AND MANAGEMENT

- › Pencils
- › Clipboards with paper and floorplans
- › Tape
- › Scissors
- › Utility knives
- › Stickers and tags
- › Salvage wheel/ERS app
- › Camera
- › First aid kit



BUILDING STABILIZATION

- ▶ Plastic sheeting
- ▶ Duct tape
- ▶ Caution tape
- ▶ Brooms
- ▶ Plastic buckets and trashcans
- ▶ Shop-Vac
- ▶ Absorbent snakes



SALVAGE BASICS

- ▶ White or kraft paper towels
- ▶ Freezer paper
- ▶ Plastic trash bags
- ▶ Blotter paper/blank newsprint
- ▶ Nylon fishing line and clothespins
- ▶ Plastic milk crates
- ▶ Mylar sheets





FINALLY!

SALVAGE



SALVAGE

- ▶ Air dry or freeze within 48 hours.
- ▶ Use your disaster wheel or the ERS app for quick advice.
- ▶ Keep the Salvage at a Glance chart handy.
- ▶ Practice beforehand.



FIRST THINGS FIRST

- ▶ How much help can you get?
- ▶ Who will do the work?
 - ▶ Staff?
 - ▶ Volunteers?
 - ▶ External services?



BEFORE YOU BEGIN

- ▶ You have 48 hours before mold begins to grow.
- ▶ Freeze objects quickly (unless otherwise indicated).
- ▶ Work on highest priority collections first.
- ▶ Use fans to keep air circulating.
- ▶ Call your conservators.



FREEZING WET MATERIALS

- ▶ Put the problem on hold
- ▶ Can be done in a home freezer
- ▶ Useful for
 - ▶ Books
 - ▶ Paper
 - ▶ Photos
 - ▶ Textiles



AIR DRYING

- ▶ Inexpensive in terms of materials
- ▶ Requires lots of time and space
- ▶ Most suitable for small quantities of paper materials
- ▶ Used for almost all artifact types



ART ON PAPER/FRAMED DOCUMENTS

- ▶ Remove from frames unless art is stuck to glass
- ▶ Dry flat, image side up
- ▶ If art is stuck to glass, leave in the frame and dry glass side down
- ▶ Do not freeze glass
- ▶ Talk to a conservator before you freeze photographs



PHOTOGRAPHS

- › Consult a conservator about historic photographs
- › For non-historic photographs
 - › Keep wet up to 48 hours
 - › Air dry flat or hung with clothespins
 - › Do not touch image
- › Consult with a conservator to flatten dried photos
- › Interleave with wax or freezer paper before freezing



BOOKS AND PAPER

- › Keep coated paper wet until it can be vacuum freeze dried
- › Interleave books with paper towels
- › Dry individual sheets flat
- › Wrap books in freezer paper before freezing
- › Interleave stacks of flat paper before freezing



TEXTILES

- › Provide physical support when moving wet textiles
- › Rinse, drain, and blot with clean towels or cotton sheets
- › Block to original form
- › Air dry flat
- › Separate with freezer paper or wax paper before freezing
- › Do not freeze embellished textiles



WOODEN FURNITURE

- › Rinse, blot, and air dry
- › If paint is blistered or flaking, do not rinse or blot
- › Rinse mud off upholstered furniture
- › Remove cushions and other separate pieces
- › Wrap upholstered materials in cloth to air dry
- › Blot wood and air dry
- › Consult a conservator before freezing



CERAMICS AND STONE

- › Consult with a conservator to determine specific procedures for each type of ceramic
- › Seal broken or cracked ceramics in plastic bags until they can be treated
- › Blot smooth-surfaced stone gently and air dry
- › Air dry rough-surfaced stone
- › Consult a conservator before freezing



METAL

- › Use gloves to handle
- › Work on iron objects first
- › Rinse, blot and air dry
- › If applied finish is present, air dry only
- › Do not freeze



NATURAL HISTORY SPECIMENS

- ▶ Use a respirator and protective clothing
- ▶ Consult a conservator for advice
- ▶ Do not handle animal skins and taxidermy mounts without protective gear
- ▶ Air dry or freeze
- ▶ Skins and taxidermy
- ▶ Botanical specimens



Material	Priority
Paper Documents & Manuscripts	
Stable media	Freeze or dry v
Soluble inks (felt pens, colored pens, ball point pens)	Immediately fr
Maps & Plans	
Stable media	Freeze or dry v
Soluble media Maps and plans by photoreproductive processes Hand colored maps	Immediately fr
Drafting lines	Immediately fr
Maps on coated papers	Immediately fr
Books	
Books and pamphlets	Freeze or dry v
Leather and vellum bindings	Immediately d books.
Books and periodicals with coated papers	Immediately fr

WANT MORE INFO?

RESOURCES



RESOURCES

- ▶ THC Museum Services website has the links to the following resources:
 - ▶ Emergency Response and Salvage Wheel and app
 - ▶ Field Guide to Emergency Response (Heritage Preservation)
 - ▶ Exercising Your Disaster Response Plan Webinar
 - ▶ National Trust for Historic Preservation Information Sheet "Working with Contractors and Architects"
 - ▶ American Institute for Conservation - National Heritage Responders (NHR)
 - ▶ Tips For the Care for Water-Damaged Family Heirlooms and Other Valuables
 - ▶ Salvaging Water-Damaged Textiles
 - ▶ Saving Photographs After the Flood
 - ▶ Emergency! If You're First (a four-page guide to disaster response and recovery)
 - ▶ National Park Service Conserve O Grams
 - ▶ Texas Division of Emergency Management Disaster Recovery Resources



THANK YOU!

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